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8 October 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 40
4 - 8 October 1971

25X1A9a 1. Two requests were received from TSD this week
25X1A9a for NTL "sensitivity" training. [redacted] Deputy
Chief, and [redacted], Chief of Operations, will attend
Phase I of the Midwestern Laboratories for Executive
Development Course at Lake of the Ozarks, Missouri,
12 - 18 November. [redacted]

25X1A9a [redacted] Chief, TSD/
25X1A9a Equipment, will attend Phase II of the same program,
during the same period, at the same location.

25X1A9a 2. [redacted], Deputy Chief, [redacted]
25X1A [redacted] OC, and [redacted],
25X1A9a Chief of Support, WH, will be the Agency's representatives
in the next Federal Executive Institute's Residential
Program in Executive Education at Charlottesville, which
will run from 24 October through 17 December.

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25X1A9a 3. It is a bad year for getting approvals on titles of
25X1A9a research papers to be prepared by Agency students at Senior
Service Schools. We have received negative responses on
25X1A9a research topics selected by four students: [redacted]
IAS, National War College; [redacted], IAS, Armed Forces
25X1A9a Staff College; [redacted], CRS, Armed Forces Staff
College; and [redacted], OCI, Air War College. The
latest disapproving word comes from OCI, referring to
[redacted] topic, "Insurgency in the Sudan," as "too broad
25X1A9a to be handled satisfactorily at an unclassified level."

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4. [REDACTED] with a list of the coups d'etat that have taken place in Africa since 1958.

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6. [REDACTED] DDS Area Records Officer, has made arrangements with Printing Services Division to take on the job of microfilming OTR's official course folders. Up to now this microfilming has been done by temporary personnel from the Clerical Pool. This has been unsatisfactory because these personnel have been neither trained nor supervised. PSD can begin immediately, so we have asked [REDACTED] 25X1A9a RMO/OTR, to retrieve five boxes of records from the Records Center. Records covering the period 1946 - 59 have already been microfilmed; these five boxes will cover the years 1960 - 63.

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7. Since the publication of the Headquarters Employee Bulletin on 16 September which offered an academic counseling service, business has been brisk for [REDACTED]. She has counselled 198 people; 83 by telephone, 20 by personal interviews, and 95 in group sessions. One group of 30 from the Office of Communications met at Headquarters in the evening so that spouses could attend. TSD asked for a briefing during working hours on 23 September, and many of those present commented that it was unfortunate their wives could not attend. Two sessions

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were held for NPIC [REDACTED] one on Saturday morning and one on Monday evening. The feedback from these group sessions expresses gratitude for the service because no other single source for complete information is available to them, and also because the wives are included. Obviously a need exists in the Agency for this service. Having the information centralized saves the time of our employees, helps them in their search for academic means of self improvement, concentrates guidance for parents with college-bound dependents, and assists employees in developing job-related courses of study.

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Ruth is still handling her editorial/publications duties in addition to the burgeoning counselling service. Her information specialist responsibilities have been assumed by [REDACTED] who is presently engaged in reorganizing and expanding the Information Section.

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9. [REDACTED], Chief of NPIC's Human Resources Section and the Center's Senior Behavioral Scientists, has been enrolled in the Civil Service Commission's Management Institute for Supervisory Scientists and Engineers; tuition is \$150.

10. The United Nations was visited by the Army War College student body for two days the last week in September; the National War College group will go up this month; and Air War makes the UN trip 13 - 15 October.

11. Video Engineering has informed us that a subcontractor's failure to deliver all cabinets on time will result in a week's delay on the completion of the P.A. System.

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12. [REDACTED] had his operation on Saturday, 25 September. He remains in the hospital but is recovering quickly with no complications.

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13. [REDACTED] is disposing of various reels of unused film which has been on our shelves for twenty years. He will check with schools which may be interested before final disposal.

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14. [REDACTED] attended the 4th Annual Audio Visual, Pictorial, TV, and Communications Exposition held at the Sheraton Park Hotel.

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15. [REDACTED] had a useful week in [REDACTED] training an Agency asset in movie camera use. He not only trained but advised on the purchase of new equipment.

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16. Frank is again involved with OL on the auditorium sound system requirement. [REDACTED] DC/OL has asked him to write a background paper on the sound problems and what is necessary to remedy them. Frank has had to spend a lot of time in briefings and consultation for OL. He is somewhat uneasy about the amount of responsibility placed upon him [REDACTED]